

CEN/TR 15449 Best Practice Catalogue User's Manual

Document History

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Table of Contents

1. Abbreviated Terms.....	3
2. Login to the System	3
3. User Roles	3
4. Request for Registration.....	4
5. Submitted Requests.....	4
6. Users.....	5
7. Nomenclatures.....	6
8. First Page.....	7
9. Issue Tracker	7
10. Projects Registry (or Public Projects).....	8
11. All Projects.....	8
11.1 View Project	8
11.2 Edit Project.....	9
11.3 Delete Project	9
11.4 Complete Project.....	9
11.5 Evaluate Project	10
12. My Projects	10
12.1 Submit Project for Evaluation	11
13. Add Project	11
14. Projects Outcomes Registry (or Public Outcomes)	11
15. All Outcomes.....	12
15.1 View Outcome	12
15.2 Edit Outcome.....	12
15.3 Delete Outcome	12
15.4 Evaluate Outcome	13
16. My Outcomes	13
16.1 Submit Outcome for Evaluation	13
17. Add Outcome	14

1. Abbreviated Terms

CAPTCHA Completely Automatic Public Turing Test to Tell Computers and Humans Apart – here, an image consisting of 2 words used to prevent from automatic non-human registration of users


OID automatically assigned by the system unique number of an outcome document

PID automatically assigned by the system unique number of a project

Note: Project(s) outcome(s) document(s), outcome and document refer to the document and its data uploaded as an outcome to a project.

2. Login to the System

Registered users can login to the system using the login form. It can be accessed by clicking

on the *Login* button from the navigation bar  or directly on <http://gistandards.eu/bpc/login/>.

The user provides a username and password. If these credentials are correct, the user logs successfully to the system and is redirected to the home page of the system. The navigation bar changes according to the roles the user has and allows quick access to the main functionalities of the system.

If the data entered is incorrect, an error message is displayed.

There is a link at the end of the login form allowing non-registered users to register. This registration form is reviewed in separate section.

3. User Roles

The system is accessed and maintained by users with different roles. The following ones exist (in accordance with ISO 19135):

- **Public User** is any user accessing the pages of the system without being logged to it. She/he can view the home page; read the public content of the Projects and Projects Outcomes Registries; login to the system and request for registration.
- **Registry Manager** has access to the list of all users; can manually add new user, edit user credentials and change each user's roles.
- **Register Manager** has access to the list of new requests for registration; can evaluate users (determines whether a user candidate should be accepted for working with the system or not); can read, edit, delete and complete all projects and project outcomes documents; can add new project / outcome.
- **Control Body** can read all projects / outcomes and can evaluate a project / outcome submitted for evaluation by a submitting organization.
- **Submitting Organization** is a user accepted by the Registry Manager after submitting a request. She/he can add new project; add new outcome to own or public (*accepted*

but not *complete*) projects, read the public and own projects / outcomes; edit / delete / submit for evaluation own projects, edit own outcomes.

- **Register Owner** can read all projects / outcomes; edit the nomenclatures and the content of the home page.
- **Administrator** is a special role, combining all roles (except Public User). There is only one user with this role – *admin* – and it cannot be granted to other users.

Each registered user can have more than one role.

4. Request for Registration

Address:	http://gistandards.eu/bpc/register/
Users:	Public User

This is the form used for registration of new users by themselves. It provides both a user registration and project registration.

The user provides the needed information and submits the form. If there are any errors, the system will show suitable error messages, helping the public user fix the errors. Moreover the data entered is kept and showed for editing. A CAPTCHA image from reCAPTCHA is used to prevent automatic non-human registration.



After successful submission of the form a new user is created with status *Pending* which does not allow the user to use the system until approved by a Register Manager. The user and her/his project are shown in Requests for Registration. A notification email about the new request is automatically sent to each register manager user by the system. The proposed project acquires the status *Request to Register*.

5. Submitted Requests



Address:	http://gistandards.eu/bpc/submitted-requests/
Users:	Register manager

This is a list of all requests for registration of users. User data is shown in table form along with icons for viewing the project proposed by the user and evaluating her/him.

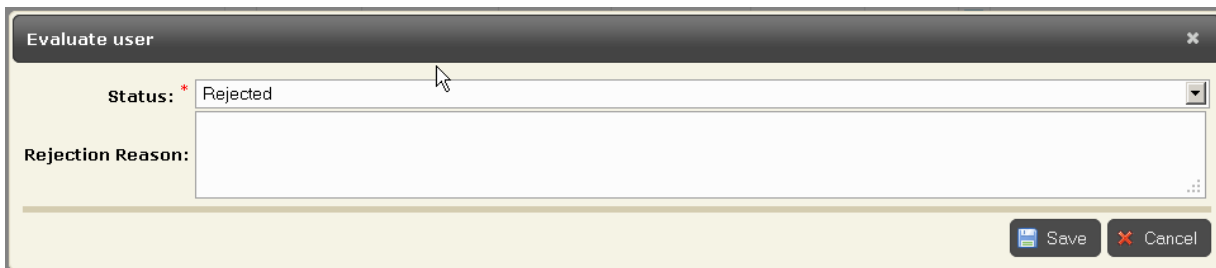
[Home](#) » [Submitted Requests](#)

Welcome, **Register Manager** | [Logout](#)



Submitted Requests

	Name	Organization	Username	Email	Telephone	Address	
	fdafdafdfd	ORG	user123	vasso@abv.bg			

The magnifier icon in the left provides a view to the project, proposed by the user. The access icon in the right opens a dialog window for evaluating the user.



Evaluate user

Status: * Rejected

Rejection Reason:

Save Cancel

The Register Manager can choose between *Accepted*, *Pending* and *Rejected*.

If *Pending* has been chosen, no changes will be made.

If *Accepted* has been chosen, the evaluated user is granted automatically the role Submitting Organization and his/her project gets the status *Submission*. A notification email about the acceptance is automatically sent to the evaluated user by the system. The evaluated user can add new projects, edit the proposed one and add outcome documents to hers/his as well as all other public projects.



If *Rejected* has been chosen, the system requires reasons for rejection. The evaluated user is granted automatically the status *Rejected*, her/his project – status *Refused*. A notification email about the refusal is automatically sent to the evaluated user by the system. The evaluated user cannot login to the system. The user can be removed by the Registry Manager and his/her project can be deleted by the Register Manager.

6. Users

Address:	http://gistandards.eu/bpc/users/
Users:	Registry manager































This is a list of all users of the system in table form. The users with status *Pending* are marked with yellow, the users with status *Rejected* are marked with red and the administrator user is marked with green.

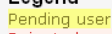


Home » Users

Welcome, Administrator | Logout  

Users

Add new user

	Name	Organization	Username	Email	Telephone	Address	
 	fdafdafdfd	ORG	user123	vasso@abv.bg			
 	Administrator		admin	vasso@abv.bg			
 	Control Body	CENTR	control_body	vasso@abv.bg			
 	fdsfsdfs	dfdsfsfd	kjghghjg	fdfd@sdfsff.com	000000000000	khjhgh	
 	jhhjggf	jlhig	5dfasdas	vasso@abv.bg	000 1225574 // 45	4564564554ddff	
 	Register Manager	Register Manager	register_manager	vassilen.dontchev@gmail.com			
 	Register Owner	Org	register_owner	mail@mail.com			
 	registry_manager	registry_manager	registry_manager	registry_manager@abv.bg			
 	Vassilen Dontchev	GIGAS Consortium	gigas	vassilen.dontchev@gmail.com			
 	CP	ORG	user	vasso@abv.bg			

Legend
 Pending user
 Rejected user
 Administrator

The *Add new user* button opens a dialog window for creating a new user without proposing a project at the same time. This can be useful for creating users with roles different from Submitting Organizations.

The key icon in the left opens a dialog window for change of the login password of the chosen user.

The access icon to the right of the key icon opens a dialog window for granting roles to the chosen user.

The edit icon in the right of the row opens a dialog window for editing the user data (name, organization, email, etc.) of the chosen user. It also can be used to change the status of a user to either rejected or accepted at any time. This way a user can be deactivated and/or activated at any time. Please, note that if a change of a username is made, the user will not be able to use the old password for login and it is necessary to create a new one from the dialog from the key icon.

Note: The administrator user can be edited only by him / her. No roles can be granted to the administrator as she / he combines all.

7. Nomenclatures

Address:	http://gistandards.eu/bpc/nomenclatures/
Users:	Register Owner

This is a list of all nomenclatures used in the system. The categories of the nomenclatures are showed in a table. By clicking on one name, a list of the nomenclatures values is shown.

Nomenclature

EU Funding Programmes	click
Project Relevant Classification: SDI Reference Model Components	
Project Relevant Classification: Phases of an SDI	
Project Relevant Classification: Architectural Reference Model Services	
Project Relevant Classification: Project Document Type	

EU Funding Programmes

opens

Add new

EU Funding Programmes		
eContent-plus		
FP7		

Now the values of a chosen nomenclature can be seen. A new value is added by filling the dialog form that is open by the *Add new* button. A given value can be changed by clicking on the edit icon on the right of the selected values. A value can be deleted by clicking on the delete icon at the end of the row of a chosen value. A confirmation dialog will warn that a deletion is about to be made and only after confirmation the value will be removed. Note that if some nomenclature value is already in use in some project / outcome, the system will prevent it from deletion. This way if you try to remove eContent-plus, for example, but this funding programme is used in a project, the system will not delete it.

Important Note: New EU Funding Programmes can be added from *Nomenclatures*.

8. First Page

Address:	http://gistandards.eu/bpc/first-page-content/
Users:	Register Owner

The home page of the system (<http://gistandards.eu/bpc/>) is completely editable. This can be done here. With the aid of the WYSIWYG CKEditor you can add any formatted text on the first page of the system (including tables and images). This can be used for customization of the first page of the system and / or quickly adding relevant information for all the users.

You can preview the home page by clicking on the preview icon. Any changes to the content are saved by clicking the *Save* button at the end of the form or the diskette icon. For further details about CKEditor, please refer to the [official manual](#).

First Page

Save Changes
Preview of the Home Page

Source

Styles
Format
Font
Size

9. Issue Tracker

Address:	http://gistandards.eu/bpc/issue-tracker/
Users:	Any non-public user (Registry Manager, Register Manager, Control Body, Submitting Organization or Register Owner)

While testing the system, a small issue tracker is available for each registered user to add new issues about errors; new functionality; improvement; help; proposal or task. After submitting, the developer team of Info Logica Ltd. will add a resolution in a short time.

Using this tracker will facilitate the process of testing for everyone.


Any change of status and/or resolutions for an issue can be seen from this tracker.

10. Projects Registry (or Public Projects)

Address:	http://gistandards.eu/bpc/projects/
Users:	Any user (incl. public and registered)

This is the public registry of projects. Only public projects (this means projects with status *Accepted* or *Complete*) are shown. Brief information (ID, acronym, full title, EU funding programme and website) is shown in table form for each public project. The table has an integrated search engine that searches through the brief information and filters the projects immediately.

An advanced search is also available when clicking on the label + *Advanced Search*. The displayed form provides searching by a keyword and filtering by chosen relevant classification item(s).

The detailed view of the project is available by clicking on the view icon for a specified project () at the beginning of its row.

11. All Projects

Address:	http://gistandards.eu/bpc/projects/all/
Users:	Register Manager, Control Body, Register Owner

Here are list all the projects (incl. non-public). Instead of project website, the status of the project is shown. If a project has status *Ready for Evaluation* it is marked in blue.

A search engine is provided.

Here Control Body users can find projects that expect evaluation and evaluate them.

According to user's rights one or more icons of the following are shown for each project:



11.1 View Project

Address:	http://gistandards.eu/bpc/projects/view/?project_id={PID}
Users:	Any user (incl. public and registered). If the project is public – any user; otherwise: the author (Submitting Organization), Register Manager, Control Body,

Register Owner

This is the detailed view of a project. All details are shown.

For non-registered users submitting organization and contact person are not shown.

The author, Register Manager, Control Body, Register Owner can view a history of the evaluation of the project. Here, for example, can be found the reasons for rejecting a project.

If the user has the necessary roles and/or rights, buttons for editing / deleting / Submitting a project for evaluation are shown at the beginning of the page.

11.2 Edit Project

Address:	http://gistandards.eu/bpc/projects/edit/?project_id={PID}
Users:	the author (Submitting Organization), Register Manager

Here the details of a project can be edited.

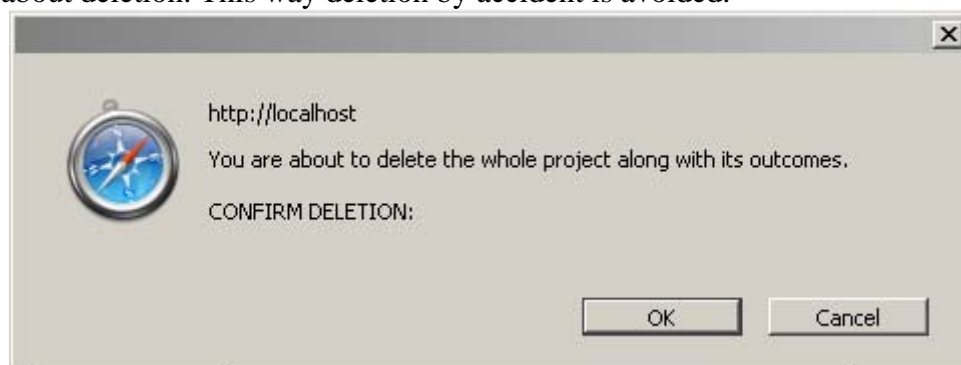
A project can be edited by its author (Submitting Organization) or by a Register Manager user.

The author can edit own project if it has status *Submission* or *Revision Required*. The Register Manager can edit the project no matter of its status.

11.3 Delete Project

Address:	http://gistandards.eu/bpc/projects/delete/?project_id={PID}
Users:	the author (Submitting Organization), Register Manager

This page is used for deletion of projects. All links to it contain a confirmation dialog warning about deletion. This way deletion by accident is avoided.



When a project is deleted, all outcome documents associated with it are also deleted.

A project can be deleted by its author (Submitting Organization) or by a Register Manager user.

The author can delete own project only if it has status *Submission*. The Register Manager can delete the project at any time.

11.4 Complete Project

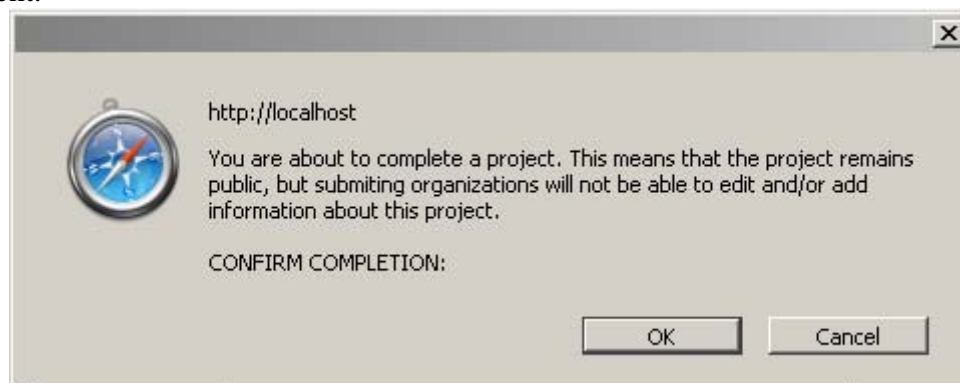
Address:	http://gistandards.eu/bpc/projects/complete/?project_id={PID}
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Users:	Register Manager
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This page is used for completing a project. When a project has status *Complete*, it remains public but no editing and/or adding / editing of outcome documents is allowed.

This status can be set by a Register Manager user only for projects that are already *Accepted*.

A confirmation dialog warning about setting of this status is shown to prevent setting by accident.



11.5 Evaluate Project

Address:	http://gistandards.eu/bpc/projects/evaluate/?project_id={PID}
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Users:	Control Body
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When a project is sent for evaluation by its author, it is marked in blue and a Control Body user can evaluate it from here.

In a dialog window a status is chosen (between *Accepted*, *Refused* and *Revision Required*). If the new status is *Refused* or *Revision Required*, a message with details for refusal / revision is required. This message is then shown for the author in the view of the project.

After the evaluation the author of the project is automatically notified with email for the change of status.

12. My Projects

Address:	http://gistandards.eu/bpc/projects/my/
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Users:	Submitting Organization
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Here are list all the projects created by the Submitting Organization user accessing the page. The table is the same as this of All Project.

The projects with status *Refused* are marked with red, and the ones with *Revision Required* – in yellow.

According to the status of a project one or more icons of the following are shown for each project:



For *View*, *Edit* and *Delete*, please refer to **11.1 View Project**, **11.2 Edit Project** and **11.3 Delete Project**.

12.1 Submit Project for Evaluation

Address:	http://gistandards.eu/bpc/projects/submit/?project_id={PID}
Users:	Author (Submitting Organization)

A project can be submitted for evaluation by its author (Submitting Organization) when a project is in status *Submission* or *Revision Required*.

A confirmation dialog warning about submitting of this project is shown to prevent submitting by accident.

After submission all Control Body users are notified automatically with email for the presence of a project to evaluate.

13. Add Project

Address:	http://gistandards.eu/bpc/projects/add/
Users:	Submitting Organization, Register Manager

This is a form for proposing a new project. It is the same as the form for Requesting to register, but here no new user is registered and no CAPTCHA is required.


The proposed project acquires the status *Submission*.

14. Projects Outcomes Registry (or Public Outcomes)

Address:	http://gistandards.eu/bpc/outcomes/
Users:	Any user (incl. public and registered)

This is the public registry of projects outcomes documents. For each relevant outcome of a public project only the last edited *Accepted* document is shown. Brief information (Project ID, project Acronym, Document ID, Document Title and classification) is shown in a table. The table has an integrated search engine that searches through the brief information and filters the documents immediately.

Outcome documents can be filtered by projects by clicking on the label + *Filter by Projects*. The displayed form provides filtering by public project(s).

The detailed view of the outcome document is available by clicking on the view icon for a specified outcome () at the begging of its row.

15. All Outcomes

Address:	http://gistandards.eu/bpc/outcome/all/
Users:	Register Manager, Control Body, Register Owner

Here are list all the outcome documents (incl. non-public). If a document has status *Ready for Evaluation* it is marked in blue.

A search engine is provided.

Here Control Body users can find outcome documents that expect evaluation and evaluate them.

According to user's rights one or more icons (View, Edit, Delete or Evaluate) are shown for each document.

15.1 View Outcome

Address:	http://gistandards.eu/bpc/outcomes/view/?outcome_id={OID}
Users:	Any user (incl. public and registered). If the document is public – any user; otherwise: the author (Submitting Organization), Register Manager, Control Body, Register Owner

This is the detailed view of an outcome document. All details are shown.

The author, Register Manager, Control Body, Register Owner can view a history of the evaluation of the document outcome. Here, for example, can be found the reasons for rejecting a document.

If the user has the necessary roles and/or rights, buttons for editing / deleting / submitting an outcome for evaluation are shown at the beginning of the page.

15.2 Edit Outcome

Address:	http://gistandards.eu/bpc/outcomes/edit/?outcome_id={OID}
Users:	the author (Submitting Organization), Register Manager

Here the details of an outcome document can be edited.

An outcome document can be edited by its author (Submitting Organization) or by a Register Manager user **but only if the project associated with it has status *Accepted***.

The author can edit own document if it has status *Submission* or *Revision Required*. The Register Manager can edit the outcome no matter of its status (however the project still needs to be public!).

15.3 Delete Outcome

Address:	http://gistandards.eu/bpc/outcomes/delete/?outcome_id={OID}
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Users:	Register Manager
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This page is used for deletion of outcome documents. All links to it contain a confirmation dialog warning about deletion. This way deletion by accident is avoided.

Only *Refused* documents can be deleted. The operation is permitted for Register Manager users.

15.4 Evaluate Outcome

Address:	http://gistandards.eu/bpc/outcomes/evaluate/?outcome_id={OID}
Users:	Control Body

When an outcome document is sent for evaluation by its author, it is marked in blue and a Control Body user can evaluate it from here.

In a dialog window a status is chosen (between *Accepted*, *Refused* and *Revision Required*). If the new status is *Refused* or *Revision Required*, a message with details for refusal / revision is required. This message is then shown for the author in the view of the outcome document.

After the evaluation the author of the outcome document is automatically notified with email for the change of status.

16. My Outcomes

Address:	http://gistandards.eu/bpc/outcomes/my/
Users:	Submitting Organization

Here are list all the outcome documents created by the Submitting Organization user accessing the page. The table is the same as this of All Outcomes.

The outcomes with status *Refused* are marked with red; the ones with *Revision Required* – in yellow. The last accepted document for each project outcome is marked in blue.

According to the status of an outcome document one or more icons (View, Edit, Delete, Submit for Evaluation) are shown for each document.

For *View*, *Edit* and *Delete*, please refer to **15.1 View Outcome**, **15.2 Edit Outcome** and **15.3 Delete Outcome**.

16.1 Submit Outcome for Evaluation

Address:	http://gistandards.eu/bpc/outcomes/submit/?outcome_id={OID}
Users:	Author (Submitting Organization)

An outcome document can be submitted for evaluation by its author (Submitting Organization) when the document is in status *Submission* or *Revision Required* **and the associated project is in status *Accepted***.

A confirmation dialog warning about submitting of this outcome is shown to prevent submitting by accident.

After submission all Control Body users are notified automatically with email for the presence of an outcome document to evaluate.

17. Add Outcome

Address:	http://gistandards.eu/bpc/outcomes/add/
Users:	Submitting Organization, Register Manager

This is a form for uploading a new outcome document. Only documents for relevant outcomes of *Accepted* projects can be added.

The document acquires the status *Submission*.